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ANNUAL REPORT
of
LANDER COLLEGE
TO THE
GOVERNOR
AND
GENERAL ASSEMBLY

July 1, 1975-June 30, 1976



Printed Under the Direction of the
State Budget and Control Board

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ADMINISTRATIVE OFFICERS

President's Office

Larry A. JacksonPresident
Steven B. EdwardsDirector of Institutional Research
Finis HorneAthletic Director

Academic Affairs

Gerald G. Swaim Vice President for Academic Affairs
Sam B. Davis Director of Learning Resource Center
Ann T. Hare Director of Library
Earl H. Hendricks Dean of Records and Registration
Ann B. Highsmith Assistant to the Vice President for
Academic Affairs

Financial Affairs

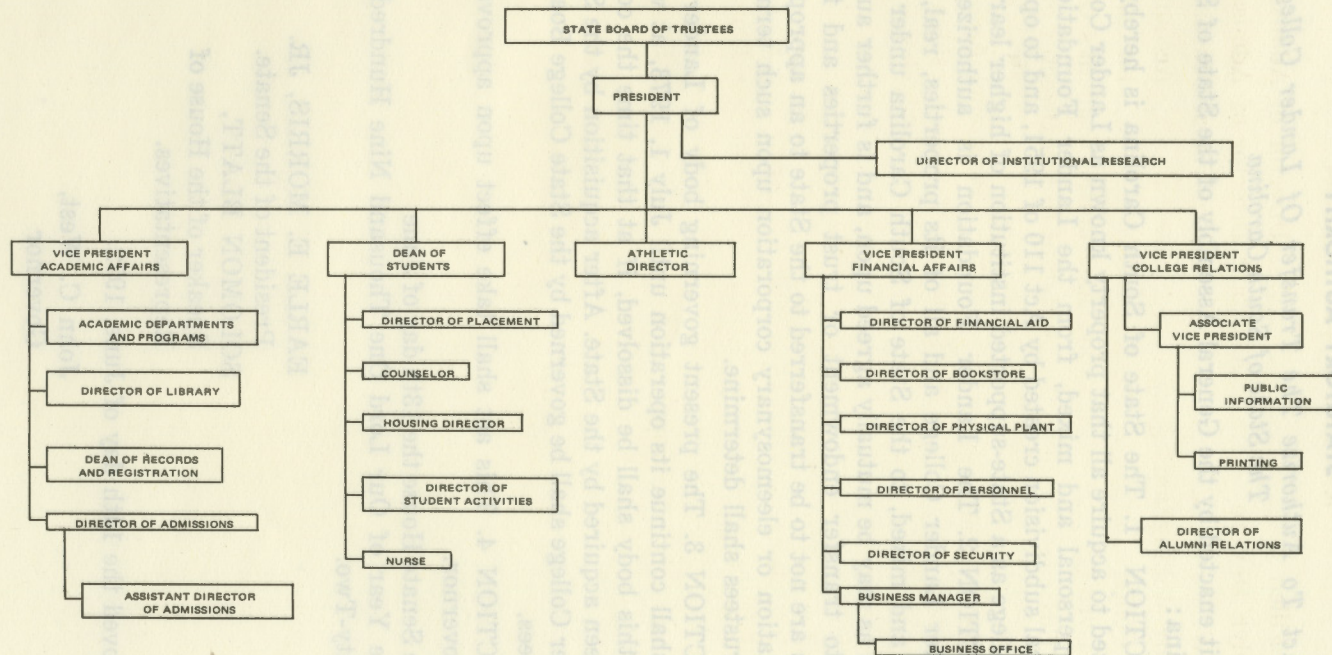
Billy K. Dawson	Vice President for Financial Affairs
Neil Steifle	Business Manager
Robert D. Adams	Director of Personnel
George Franke	Director of Physical Plant
Virginia Davies	Director of Bookstore
Mary Griggs	Director of Financial Aid
Lewis M. Morgan	Director of Security

College Relations

Charles E. DunnVice President for College Relations
and Assistant to the President
Thomas L. HuttoAssociate Vice President for
Public Relations
Grace NormanDirector of Alumni Relations
Tom LandrumPublic Information Officer

Student Affairs

H. Randall Bouknight	Dean of Student Affairs
Elizabeth Jervey	Director of Placement
Douglas Spears	Counselor & Veterans' Affairs Coordinator
Michael Fillnow	Housing Director



STATUTORY AUTHORITY*An Act To Authorize The Transfer Of Lander College to
The State of South Carolina*

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. The State of South Carolina is hereby authorized to acquire all that property known as Lander College, real, personal and mixed, from the Lander Foundation, a political subdivision created by Act 110 of 1951, and to operate the college as a State-supported institution of higher learning.

SECTION 2. The Lander Foundation is authorized to transfer Lander College and all of its properties, real, personal and mixed, to the State of South Carolina under such terms as may be mutually agreed upon, and is further authorized to transfer endowment or trust properties and funds which are not to be transferred to the State to an appropriate foundation or eleemosynary corporation upon such terms as the trustees shall determine.

SECTION 3. The present governing body of Lander College shall continue its operation until July 1, 1973, at which time this body shall be dissolved, if at that time the college has been acquired by the State. After acquisition by the State, Lander College shall be governed by the State College Board of Trustees.

SECTION 4. This act shall take effect upon approval by the Governor.

In the Senate House the 13th day of June

In the Year of Our Lord One Thousand Nine Hundred and Seventy-Two.

EARLE E. MORRIS, JR.

President of the Senate.

SOLOMON BLATT,

Speaker of the House of
Representatives.

Approved the 14th day of June, 1972.

John C. West,
Governor

BOARD OF TRUSTEES

F. Mitchell Johnson, Chairman

James A. Rogers, Chairman Emeritus

Joe E. Berry, Jr. Vice Chairman

Calhoun Lemon, Vice Chairman

Fitz-John C. McMaster, Vice Chairman

Mrs. Ellen Carter Watson, Secretary

J. Kermit Addy	Lexington, South Carolina
Allard A. Allston	Darlington, South Carolina
Mrs. Caroline M. Beaver	Greenwood, South Carolina
Edward S. Ervin, III	Sumter, South Carolina
John E. Johnston, Jr.	Greenville, South Carolina
Nathaniel Kaminski, Jr.	Georgetown, South Carolina
Mrs. Sara V. Liverance	Anderson, South Carolina
Mrs. Eleanora Richardson	Union, South Carolina
Howard J. Stokes	Florence, South Carolina
John M. Trask, Jr.	Beaufort, South Carolina
J. I. Washington, III	Orangeburg, South Carolina

PURPOSE

The purpose of Lander College is to provide educational programs designed to meet individual needs in a contemporary world. This purpose is met by an educational process whose central objective is enhancement of opportunities for students, given their natural strengths, to find learning environments and programs that will best help them to create for themselves a fuller and more satisfying life.

ACCREDITATION

Lander College is a fully-accredited, four-year, public co-educational liberal arts institution.

Lander is a member of the Southern Association of Colleges and Schools, the South Carolina College Association, the American Council on Education, the American Association of Colleges, the American Association of State Colleges and Universities, the National League of Nursing, and the National Commission on Accrediting.

HISTORY

Lander College was founded in 1872 by Samuel Lander, a Methodist clergyman. He opened the Williamston Female College in the town of his ministry, Williamston, South Carolina, and it remained a private institution for 26 years. In 1898, the College gained the support of the South Carolina Conference of the Methodist Episcopal Church, South. The College was relocated at Greenwood in 1904 and renamed to honor its founder.

In 1948, when the Methodist Conference, pursuant to a policy of consolidation in educational efforts, decided to discontinue support of Lander College, interested citizens of Greenwood formed the Lander Foundation, a non-profit corporation and leased the College from the Church.

In 1951, the County of Greenwood obtained the College name and property from the Methodists. The South Carolina General Assembly created the Greenwood County Education Commission, known as the Lander Foundation, to serve as the

board of control for the college. Lander thus became the only four-year liberal arts college in the United States to be controlled and financed by a county government.

On July 1, 1973, Lander College came under the control of the Board of Trustees of the State Colleges of South Carolina.

Lander was founded as a college for women and retained that image for many years. Men were admitted in 1943, and the institution is now completely co-educational.

The College has had ten presidents in its one hundred and four years of service. They are: Samuel Lander, 1872-1904; John O. Willson, 1904-1923; Robert O. Lawton, 1923; B. Rhett Turnipseed, 1923-1927; R. H. Bennett, 1927-1932; John W. Speake, 1932-1941; John Marvin Rast, 1941-1948; Boyce M. Grier, 1948-1966; E. Don Herd, Jr., 1966-1973; and Larry A. Jackson, 1973-

THE PRESIDENT

Dr. Larry A. Jackson

Larry A. Jackson was born in Florence, South Carolina in 1925. He holds degrees from Wofford College, Union Theological Seminary in New York and the University of the Pacific in Stockton, California. Dr. Jackson has served as Director of Santiago College in Santiago, Chile, and was founding Provost of one of the cluster colleges at the University of the Pacific.

He came to the Presidency of Lander College after having served for three years as Vice President at the University of Evansville in Evansville, Indiana.

Dr. Jackson is married to the former Barbara Atwood of Bethesda, Maryland and they have four children. Dr. Jackson and his family have lived for seven years in Chile, one academic year in India, and one academic term in England.

During the Second World War, Jackson served as a navigator in the Eighth Air Force in England.

He assumed his duties as President of Lander College on July 1, 1973, the first year the institution came under control of the State College Board of Trustees.

ATHLETICS

Lander College competes in three men's and three women's intercollegiate sports. A faculty committee serves as an advisory group on eligibility, scheduling, and other matters concerning the athletic program.

The men's program is regulated by the National Association of Intercollegiate Athletics (NAIA), and Lander College is a member of NAIA District Six. The men's teams compete in basketball, golf, and tennis.

The women's teams, which compete in basketball, volleyball, and tennis, hold membership in the Association of Intercollegiate Athletics for Women (AIAW). Other memberships include those in Region Two and at the state level in the AIAW.

The coaching staff is made up of Finis Horne, athletic director and basketball coach; Dr. Joseph Cabri, faculty member and tennis coach; Billy K. Dawson, vice president for financial affairs and golf coach; Dr. Jerald Hawkins, faculty member and women's basketball coach; Dr. Lorraine Redder-son, faculty member and women's volleyball coach; and Dr. Peter Vahjen, faculty member and women's tennis coach.

ACADEMIC PROGRAM

The academic program at Lander College is offered through eight departments, each embracing one or more of the traditional academic disciplines, plus one interdisciplinary department, Freshman Seminar. The eight departments are: Business, consisting of business administration, business education, secretarial science, and economics; Education, comprised of elementary and early childhood education, and home economics; Fine Arts, which embraces art and music education, as well as speech and theatre; Health, Physical Education and Recreation; Humanities, which includes English, modern languages, philosophy and religion; Nursing; Science, consisting of biology, chemistry, physics, mathematics, and medical technology; and Social Science, made up of anthropology, history, sociology, psychology, geography and political science.

Courses of Study: Major programs leading to the degrees of Bachelor of Arts and Bachelor of Science are offered in the

following fields: art, biology, business administration, business education, chemistry, early childhood education, elementary education, English, health, physical education and recreation, history, home economics, mathematics, medical technology, modern languages, music, music education, speech and theatre, political science, psychology and sociology. Associate of Arts degrees are offered in nursing and secretarial science.

The baccalaureate degree in Political Science was approved by the Commission of Higher Education during 1975-76 as a new offering for Lander College.

The Faculty: During the academic year 1975-76, the Lander College faculty numbered 81 full-time members. With the additional contribution of some 17 part-time members, the full-time equivalent faculty totaled 90.0. Faculty-student ratio for the fall semester in head count was 1:17. Forty-six percent of the full time faculty hold the doctorate.

Special Instructional Activities: The nursing program is a special activity of long standing at Lander College. Inaugurated in 1956, the school of nursing operates as a regular academic department with its own certification and accreditation by the South Carolina State Board of Nursing. Enrollment is limited to 70 students and the full-time faculty numbers eight, for a student-faculty ratio of 9:1. Clinical facilities of Self Memorial Hospital and other local health agencies are used.

The Medical Technology degree program consists of three years at Lander College and one year of in-service training at an approved hospital in Charleston, Columbia, Greenville or Greenwood. Since the first class was graduated in 1957, approximately 120 men and women have successfully completed this program and more than 90 percent of that number still serve as licensed medical technologists in South Carolina hospitals and clinics.

The two-semester freshman course introduced in 1974 as Methods of Analysis continued during 1975-76 as the Freshman Seminar. The course again proved its value, not only for its own sake, but also as an adjunct to other freshman courses, particularly for those students needing developmental work in

reading and writing skills. In a number of cases, students were "paired" with the same instructor in Freshman Seminar and the appropriate introductory English course. That concept is being expanded for 1976-77.

Developmental studies were emphasized rather strongly in 1975-76. Laboratories devoted to reading, writing and mathematics served the underprepared Lander student, offering individualized instruction and other opportunities for upgrading basic skills to the level necessary for a successful college experience.

Lander College has entered into cooperative arrangements with both Clemson University and the Medical University of South Carolina in five-year programs, in engineering with the former and in medicine with the latter. Students who can meet the challenges of either of these courses graduate with both the Bachelor of Science degree from Lander College and the appropriate degree from the cooperating university.

The summer school should not be overlooked in any enumeration of academic activity at Lander College. Recertification requirements for public school teachers, a means of acceleration toward less than four-year graduation, opportunities to make up failures at Lander or elsewhere, early introduction to college for pre-freshmen, and other needs are met during the summer session.

The summer of 1976 saw summer school enrollment down from the previous year, a situation, it appears, in common with that of most South Carolina colleges. The explanation most generally advanced for the drop in enrollment has been a statewide shortage of financial aid funds available and the corresponding need for college students to work, if at all possible, at summer or full-time jobs. Enrollment at Lander during first term of the 1976 summer session totaled 618, down from the 744 recorded for the first term of 1975. Credit hour production totaled 5,211, a decrease of nearly ten percent from the previous summer.

Lander College is engaged in continual curriculum study, with the objective of gaining the best possible configuration of the Lander degree commensurate with the needs of both the student and the wider society of which he is a part.

LIBRARY

Lack of space for books, students, and library staff continued to create problems, but the new library building will be completed by the spring of 1977. The more attractive surroundings, as well as the much needed space, will result in a good future for Lander College Library.

Reclassification should be completed before the move to the new building. By the last of June, 1976 less than 200 books remained to be reclassified. Since reclassification began in January, 1974, with full time clerical help, 34,927 volumes have been reclassified and 3,384 have been discarded.

Use. The counting of circulation is the easiest method to measure library use, although it gives only one aspect of student and faculty use. Student circulation increased 48.6 percent over the previous year, and faculty circulation increased 51.4 percent. There was also a 117 percent increase in interlibrary loans.

Collection. The book collection grew by 11 percent, and the microfilm collection grew by 26 percent. Twenty-five titles were added to the periodical subscription list, to make a total of 857 periodicals and newspapers received. Lander Library continued to purchase back volumes of periodicals on microfilm because of the saving in space and funds.

ACQUISITIONS

	Added	Total
Books		
Hardcopy	6,085	61,582
Microbook		14,015
Periodicals		
Bound	111	4,838
Microfilm	1,283	6,283
Other		
Records	16	757
Slides		2,634
Microfiche		1,200
Cassettes		139

Special collection		2
Educational materials	2	12
Total	7,497	91,462

These figures include material in the Learning Resource Center which have been cataloged.

Special grants and gifts include a federal grant of \$3,918.00 and a small collection of southern literature which was left to Lander College Library by Colonel John Amayser May.

Personnel. The library staff continued to be stable, with only one anticipated change in the nonprofessional staff.

STUDENT AFFAIRS

The student personnel program of Lander College for the year 1975-76 was administered by the dean for student affairs, a counselor, a director of career planning and placement, and a director of housing.

The main goals of the office were to develop a distinctive college community in which a student can find a sense of identity and purpose; to insure that the students are given an opportunity to develop self-discipline in their behavior and self-direction in their personal and intellectual growth; to provide informal learning programs that will increase self-expression and self-enrichment; and to provide an environment in which the individual student can develop his educational and social abilities.

The student personnel office supplements the educational programs at Lander with orientation programs, academic counseling, informal learning programs, maintenance of student records, leadership seminars, and advisement of student organizations and activities.

Architectural drawings for the new college center were completed and bids were scheduled to be opened in August, 1976. The building will provide much-needed space for student organizations and the student affairs program.

Student life at Lander College is enriched by a variety of student groups and organizations. These activities provide the

student with opportunities to develop his interests and abilities outside the classrooms. Each organization has an advisor, who is a full-time faculty member or administrative staff member.

HEALTH SERVICES

The Lander Health Services are located in Apartment 5 of the Lander Apartments. The health services provide routine office care and the services of a college physician and nurse for all boarding students. First-aid and emergency treatment are available to all students during class hours.

RESIDENCE HALLS

During the 1975-76 academic year, Lander College housed approximately 460 students. Construction began in January 1976 for Phase I of the new residence hall facilities. The seven new units, totaling 308 beds, were scheduled for occupancy in September, 1976.

COUNSELING SERVICES

Counseling services at Lander College are designed as a part of Student Affairs, to help the college student grow in self-understanding toward the attainment of his goals. Counseling is available in the areas of career planning, job placement, academic affairs, personal problems, and veteran affairs. Students are also welcome to discuss any aspect of campus life at Lander. Along with group counseling, informal "rap" sessions may be scheduled for groups of students with similar concerns.

CAREER PLANNING AND PLACEMENT

The Career Planning and Placement office has continued to grow and develop since its creation, July 1, 1974. The office has communicated its goals and objectives to the Lander community by direct contact with faculty and students, by conducting career seminars for students and faculty, by providing printed materials on various careers, by working with the Freshman Seminar, and by bringing to the campus recruiters to interview students as prospective employees.

COLLEGE RELATIONS

The Office of College Relations includes the following departments: The Office of Public Relations, the Office of Alumni Relations, Information Services, Printing and Central Duplicating Facility and The Lander Foundation Administrative Offices.

PUBLIC RELATIONS

The purpose of the Public Relations Office is to make the Lander College story known to the largest number of people possible, both within the boundary of the state of South Carolina and outside it. The primary objective of the department is to make citizens of South Carolina aware of the wide range of higher educational opportunities available to them at Lander. Objectives of the department are obtained through personal contact, news releases, direct mail, and through publication of periodicals, pamphlets and similar materials. The Public Relations Office is responsible for the publication three times a year of "The Lander College Magazine," a general interest periodical edited to reflect an accurate picture of the entire Lander College Community. The magazine is mailed to approximately 4,500 alumni of the college, faculty, staff, administration, students, and to a select list of approximately 2,000 active supporters of the college.

Information Services

The Information Officer of Lander College is responsible for regular news releases concerning significant events at the college. The releases are mailed to all South Carolina daily newspapers and television stations. Weekly newspapers and local radio stations receive releases when the news is of significant general interest or when local students are mentioned.

An internal publication "Lander College Weekly Bulletin," was published for distribution to the entire college community. The bulletin carried news of meetings, upcoming college events, and reminders of important college dates, such as registration deadlines, graduation activities, and concerts. In addition, announcements of new personnel are carried.

An additional publication was started in October, 1975, called the "Monthly Calendar of Events." This calendar lists

all functions for the Lander Community, as well as those functions available to both the Greenwood area and Lander Community. This monthly calendar has been very well received.

Printing Services

The Public Relations Office is responsible for the operation and supervision of a printing and duplicating facility with a wide range of capabilities. Regular college forms, relatively simple brochures, posters, important committee reports, and similar materials are routinely produced. During the 1975-76 year, the printing services section was responsible for production of approximately 361 professional printing jobs, involving over a million impressions.

In addition to regular printing services, the department now has responsibility for and oversees use and maintenance of a total copy system, an IBM copier, and mailing facilities. The operator of the facility is making a continuing study of printing costs, with the objective of gaining a more efficient operation and upgrading quality of jobs produced.

College Publications

The Public Relations office is now responsible for planning, assembly, and editing of several official publications. During the past year, the office produced the following publications: The College Viewbook (a student recruitment booklet); the 1976-77 Catalog; The 1975 Fall Schedule of Classes; The 1975 Fall Schedule of Evening Classes; The 1976 Spring Schedule of Classes; The 1976 Summer School Brochure; The 1976 Summer School Schedule of Classes; issues of "Lander College Weekly Bulletin," and "The Lander College Magazine."

In addition to the above publications, the office of Public Relations was responsible for the planning, assembly, and pre-publication preparation of all promotional materials to be used for the 1976-77 college year, which were in various stages of production at the close of the fiscal year.

Important documents printed by the college printing service during the year included the following:

- Lander College Staff Handbook
- Lander College Student Handbook
- Lander College Security Handbook

ALUMNI AFFAIRS

The purpose of the Lander College Alumni Association is to further the interests of Lander College and to promote among its present and former students and friends a spirit of good fellowship and loyalty.

The Association is divided into 25 areas, each with an area director. An effort is made to hold a meeting in each area during a college year. Through work of the organization, the annual drive in October, 1975 resulted in contributions from 18.5 percent of alumni carried on active rolls. The methods used were: personal solicitation within South Carolina and direct mail solicitation out-of-state. Funds from the drive are used for scholarships, student relations, a lecture series, dormitory furnishings, money for a special President's Fund, and maintenance of the Alumni House.

The Alumni Office cooperates with and assists the Public Relations Office in gathering and editing news of alumni for "The Lander College Magazine."

Alumni are welcome on the campus at all times, and are issued special invitations each year for Homecoming, Alumni Day, and the annual Alumni Golf Tournament. Homecoming is held in February and Alumni Day is part of graduation week-end.

THE LANDER FOUNDATION

The Office of College Relations acts as the administrative center for The Lander Foundation. The Foundation's purpose is to assist in furthering the purposes and goals of Lander College. It is governed by a board of trustees currently composed of thirty-four members. The officers of the Foundation are: Mr. R. Frank Mundy, President; Mr. M. V. Wells, Vice President; Mrs. Caroline Beaver, Secretary and Mr. Billy Dawson, Treasurer. Mr. Charles Dunn, Vice President for College Relations, serves as Executive Director of The Lander Foundation.

The Foundation is interested in expanding its assets to provide scholarships for Lander students, faculty development funds for sabbaticals, post doctoral seminars and other pro-

professional development programs of the faculty. The Foundation is also interested in providing limited venture capital for those unique programs which may come to its attention by Lander students, faculty, and staff.

FINANCIAL AFFAIRS

The Financial Affairs Office has responsibility for receiving and disbursing all college funds, from whatever sources, along with the keeping of accurate records. In addition, the Financial Affairs Office is charged with supervision of several related services and activities. Included are: Accounting, Auxiliary Enterprises, Capital Improvements, Computer Services, Financial Aid, Mail Service, Parking, Physical Plant, Purchasing, Personnel, and Telephone Service.

ACCOUNTING

Lander College utilizes Clemson University's computer system by means of a remote job entry for batch processing and by an online time sharing option.

The accounting and payroll systems were put into operation July 1, 1975, utilizing a new terminal and the Clemson computer system. The payroll operates under a Data Base Management System and the accounting records were changed to a Data Base Management System at mid-year. The complete operation is designed to operate in conjunction with a Management Information System, projected for completion by July 30, 1976.

AUXILIARY ENTERPRISES

The auxiliary enterprises include residence halls, dining hall, student laundry, bookstore and vending machines. Auxiliaries continue to operate in the black for 1975-76.

Food Services

Students are offered a choice of a five-day or a seven-day boarding plan. In order for the food service to serve the student better, an I.D. must be presented prior to entering the dining room. A luncheon plan is available for commuting students who wish to dine on campus. Lunch meal tickets are available

individually or in books of twenty. The twenty-ticket book costs \$23.50. Commuters utilizing the lunch plan benefit from a ten-week cycle menu plan and from food selections which include five salads, three entrees, three vegetables, four deserts and six beverages.

Faculty, staff, and administration are welcome in the dining hall.

Bookstore

The bookstore is located in the Student Center. Items stocked are text books, blazers, sweatshirts, class rings, mugs, toilet articles, stationery, and classroom supplies. Refund and buy-back policies are posted in the bookstore.

Vending Machines

The college maintains a limited number of vending machines owned by several companies. The college receives commissions from the sales.

CAPITAL IMPROVEMENTS

A master plan for the development of Lander College was completed during the 1973-74 academic year. The plan provides for expansion of the college facilities making use of all available campus property. The initial phase of development of the "New Lander" consists of a new Library, a new Student Center and a new Academic Instruction facilities.

The Library, designed by Freeman, Wells and Major, and constructed by Triangle Construction Company, is nearing completion.

A new housing complex with a total capacity of 308 students is also nearing completion. Each of the seven units has beds for 44 students. Two State Construction is the contractor, and Neal Architects is the architectural firm.

FINANCIAL AID

Lander College administers a comprehensive program of financial aid for the benefit of needy and worthy students. Application for financial aid must be made to the Director of Financial Aids. Eligibility must be established each year for

which aid is requested by means of Parent's Confidential Statement or student financial statement.

Scholarship awards are made by the Financial Aid Committee of Lander College. The committee reserves the right to withdraw a scholarship from a student whose academic record is not satisfactory. A satisfactory academic record normally means an average grade of "B" or above on any semester's work.

Loans and grants for worthy and needy students are available through the college from the National Direct Student Loan Fund, Federal Nursing Loan and Scholarship Fund, Guaranteed Loan Program, and both Basic and Supplementary Educational Opportunity Grants programs.

Many part-time jobs in which students may earn from \$300 to \$500 per semester are available each year through the College Work-Study program and Lander College scholarships.

MAIL SERVICE

The campus shop director is directly responsible for incoming mail service. With an increase in enrollment, mail volume has increased substantially. The college post office receives all incoming mail and distributes on a daily basis all mail for students, faculty and staff. Post office boxes are provided for boarding students and all faculty. All other mail is distributed to a central location in the Old Main Building.

PARKING

With Lander's increasing enrollment, parking continues to be a serious problem. The student body is made up predominately of commuting students, who require parking facilities within walking distance of most classroom buildings.

With the addition of two parking lots in 1975, the total number of available parking spaces is approximately seven hundred and thirty-three (733). During 1975-76 academic year, seventeen hundred and fifty (1750) parking permits were issued by the College. Demand for parking spaces far exceeds the limited facilities.

One new parking lot is scheduled for completion in 1976-77.

The new facility will be a part of the new housing complex and it is expected that it will accommodate only the boarding students living in the complex.

PHYSICAL PLANT

The Lander College campus comprises approximately 70 acres located two blocks from the downtown business district of Greenwood. Twelve major buildings and several smaller ones provide 280,000 square feet of floor space.

With few exceptions, Lander's buildings are old or obsolete. Inadequate funding prior to the time Lander became a part of the State College System prevented much-needed repairs and renovations. More recently, a few selected areas have been modernized.

Current and planned construction projects will insure that the rapidly expanding student body will have a basic plant comparable with that of the sister state colleges.

PURCHASING

The Purchasing Office has been relocated from Old Main Building to the Physical Plant Building. Central Receiving has also been established, and is housed in the latter building under the supervision of the Purchasing agent.

Purchasing is divided into three areas. The Bookstore Manager purchases all resaleable supplies and books. The Bookstore serves as a central store for items which include paper and routine office supplies. All other equipment and supplies for the general operation and maintenance of the College are purchased through the Purchasing Office, with the exception of library books, which are purchased by the Librarian. The Printing Facility stocks large quantities of paper and envelopes, which are disbursed as needed. Repair materials and custodial supplies are kept in a central store monitored by the Purchasing Office.

Since Lander came under control of the Board of Trustees of the State of South Carolina on July 1, 1973, the purchasing load has increased by 41 per cent. Purchase orders placed during 1973-74 numbered 1,789. For the fiscal year 1974-75,

the number increased to 3,052. For the fiscal year 1975-76 the number increased to 3,396, a nine percent increase over the 1974-75 fiscal year.

PERSONNEL

A formal Personnel Office has been in existence at the College since July 1973, when Lander became a state-supported institution. A full-time Personnel Director was employed in July, 1974. The function of the Personnel Office is to plan and administer the personnel program for Lander College. The office administers benefits for all college employees, including leave time and insurance programs. The Personnel Office is also responsible for the recruitment and screening of non-academic personnel. The office coordinates its programs and policies very closely with the South Carolina State Personnel Division in an attempt to conform to state policies and practices as they relate to human resources. The fiscal year ending June 1976 (excluding students but including part-time and temporary classified and unclassified employees) ended with a head count of approximately 220.

The Personnel Director also serves as the EEO Officer for the College. The College is committed to a program of Affirmative Action and has an Affirmative Action Plan on file.

TELEPHONE SERVICE

As with other services required for an expanding enrollment, telephone service has grown during the 1975-76 year. Additional equipment has been installed to accommodate additional extensions. However, further improvement in telephonic communications is anticipated with the installation of a Centrex system, which is scheduled to begin operation in August, 1976.

LANDER COLLEGE
FINANCIAL REPORT—FISCAL YEAR 1975-76

Operating Funds:

Education and General Revenue	
Student Fees	\$ 794,044
State Appropriation	2,611,773
Other Revenue	111,213
<hr/>	
Total Revenue (Education and General)	\$3,517,030

Auxiliary Services (Net Expended)	846,763
Student Financial Aid (Net Expended)	238,999
<hr/>	

Grand Total Operating Revenue\$4,602,792

Education and General Expenditures

Instruction	1,570,698
Research	16,160
Academic Support (Library)	275,582
Academic Support (Other)	310,286
Student Services	198,983
Institutional Support	647,723
Operation & Maintenance of Plant	497,598

Total Expenditures (Education & General)\$3,517,030

Auxiliary Services	846,763
Student Financial Aid	238,999
<hr/>	

Grand Total Operating Expenditures\$4,602,792

Capital Improvement Funds:

Revenue State Capital Improvement Bond	\$5,535,000
Revenue—Housing Bonds	1,800,000
<hr/>	

Total Capital Improvement Revenue\$7,335,000

Expenditures and Obligated Funds:

Library Construction	\$2,652,000
Student Housing	1,500,000
Student & Administrative Center	2,733,000
Acquisition Coleman Hall	300,000
Acquisition of Property	150,000
<hr/>	

\$7,335,000

STATISTICS

Total Enrollment

Total Enrollment	Fall 1975
Head Count	1,661
FTE Count	1,444

Enrollment by Class

	Fall 1975
Freshman	692
Sophomore	321
Junior	394
Senior	211
Other	43

Enrollment by Sex

	Fall 1975
Male	735
Male Percent of Total Head Count	44.3
Female	926
Female Percent of Total Head Count	55.7

Student Characteristics

Status	Fall 1975
White and Other	1,481
Black	180
South Carolinians	1,626
Out-of-State	35

Faculty Characteristics (FTE)

	Fall 1975
Professors	10.7
Associate Professors	12.7
Assistant Professors	55.1
Instructors	4.2
Others	7.3

Average Salaries of Instructional Faculty

	Fall 1975
Professor	\$17,874
Associate Professor	\$15,632
Assistant Professor	\$13,111
Instructors	\$10,365
Other	\$ 8,218

